

# **Board of Examiners for Licensed Practical Nurses**

## **Mission**

The West Virginia State Board of Examiners for Licensed Practical Nurses is a legally constituted agency of state government established by the West Virginia Legislature. The mission of the board is to promote and protect the public health, safety, and welfare through licensure of practical nurses.

## **Operations**

### **Education—Evaluate and improve curricular design and content.**

- Maintain accreditation procedures.
- Conduct accreditation and consultation visits.
- Collect data from programs/new graduates.

### **Examination/endorsement—Establish requirements for initial competence.**

- Prepare and implement procedures for application of candidates for licensure by examination.
- Issue temporary permits to qualified graduates.
- Provide for examination of candidates for licensure.
- License graduates who pass the examination.
- Prepare and implement procedures for application of individuals for licensure by endorsement.
- License applicants who complete the endorsement process.
- Participate in licensure verification system as maintained by the National Council of State Boards of Nursing to assist those individuals who endorse their license from West Virginia to another state.

### **Licensure—Provide mechanisms for annual renewal of licensure.**

- Prepare and mail renewal notifications for licensure.
- Offer option for on-line renewal of licenses.
- Renew licenses for qualified applicants.
- Collect appropriate data on those licensed.

### **Practice—Establish standards that provide for function at the highest level possible in the provision of safe and effective nursing care.**

- Maintain current legal standards of practice.
- Respond to questions regarding appropriate practice.
- Conduct employer surveys to determine utilization of nursing personnel/needs of nursing employers.

### **Continuing competence—Maintain procedures to assess and enhance the efforts of licensed practical nurses to keep abreast of current knowledge and technological advances related to the practice of nursing.**

- Develop and distribute, as directed, continuing education offerings separately or with the West Virginia Board of Examiners for Registered Professional Nurses.
- Collect continuing education and practice data.
- Audit licensees for compliance with continuing competence requirements.
- Verify current competence for individuals reinstating a lapsed or inactive license.
- Register and audit continuing education providers.
- Distribute information concerning continuing competence requirements.

### **Discipline—Intervene when health care providers practice in an unsafe, incompetent, illegal, or unethical manner.**

- Receive and investigate complaints against licensees.
- Implement decisions of the board regarding disciplinary actions.

**Information—Provide appropriate information about licensure issues and the regulation of practice of the licensed practical nurse.**

- Distribute appropriate information to licensees.
- Distribute information to programs of practical nursing.
- Distribute information to the public, state agencies, and other organizations and associations.
- Maintain current information on the Web site.
- Maintain toll free telephone number.

**Organization—Promote organizational integrity.**

- Provide for meetings of the board.
- Provide educational opportunities for members and staff.
- Maintain contact with appropriate organizations.
- Maintain current rules and regulations.
- Manage assets.
- Regularly evaluate functioning of the office, board, and executive director.

## Goals/Objectives

*Discipline*

**Intervene to protect the public by continuing to resolve at least 85% to 90% of new cases per fiscal year.**

- Notify licensee of complaint upon receipt.
- Investigate all complaints in a timely manner.
- Notify appropriate entities when disciplinary action is taken against a licensed practical nurse.

*Organization*

**Improve operations by increasing the use of technology and acquisition of computer software to provide for improved functioning and service to licensees and the general public.**

- Evaluate current operating system on office computers and upgrade to most recent version, including new licensee database to maintain consistent coordination with IS&C for daily data transmission of licensee information to the board's Web site.
- Work with the National Council of State Board of Nursing to update weekly all licensee information on the database as maintained by that agency.
- Work with the West Virginia State Treasurer's Office to continue the availability of on-line licensure renewals for licensed practical nurses, and to also make available on-line application for initial licensure via the board's Web site.

*Practice*

**Continue to work with the West Virginia Center for Nursing, established by the West Virginia Legislature in 2004, to evaluate issues of nurse recruitment, retention, and education with the goal of alleviating problems associated with the nursing shortage resulting in quality nursing care for the public.**

- Attend meetings of the West Virginia Center for Nursing.
- Provide licensure data regarding licensed practical nurses in the state of West Virginia and other assistance as needed to members of the center, Legislature, and other interested parties.

## Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Newly licensed: exam/endorse	562	629	575	692	575	575
Licensee renewals and reinstatements	6,646	6,745	6,600	6,933	6,700	6,700
New discipline cases	171	163	200	175	190	190
New discipline cases resolved at year's end	88%	82%	90%	90%	89%	89%

# Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
<b>EXPENDITURE BY PROGRAM</b>					
Board of Examiners for Licensed Practical Nurses	4.00	\$357,630	\$367,344	\$363,090	
<b>TOTAL BY PROGRAM</b>	<b>4.00</b>	<b>357,630</b>	<b>367,344</b>	<b>363,090</b>	<b>367,344</b>
<b>EXPENDITURE BY FUND</b>					
<b>General Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
<b>Subtotal: General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Federal Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Special Fund</b>					
FTE Positions		4.00	4.00	4.00	4.00
Total Personal Services		199,114	215,595	211,541	215,141
Employee Benefits		44,582	47,250	48,664	49,318
Other Expenses		113,934	104,499	102,885	102,885
Less: Reappropriated		0	0	0	0
<b>Subtotal: Appropriated Special Fund</b>		<b>357,630</b>	<b>367,344</b>	<b>363,090</b>	<b>367,344</b>
<b>Nonappropriated Special Fund</b>					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
<b>Subtotal: Nonappropriated Special Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FTE POSITIONS BY FUND</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>TOTAL EXPENDITURES BY FUND</b>		<b>\$357,630</b>	<b>\$367,344</b>	<b>\$363,090</b>	<b>\$367,344</b>